

The Timothy School “**MEDICATION ADMINISTRATION REQUEST and CONSENT ” (MAR)** form must be completed **ANNUALLY** by the Licensed Prescriber and the parent/guardian before any medication (prescribed or “over-the-counter”) may be administered at school. Medication orders can be accepted via fax or electronically from a Licensed Prescriber and may be on the Prescriber’s letterhead instead of form **MAR** if they contain all of the required information and if the parent/guardian has provided written authorization for the administration of medication. The medication order **MUST** include the following information:

- Student’ name
- Name, signature and phone number of the Licensed Provider
- Name of the medication
- Route and dosage of the medication
- Frequency and time of administration of the medication
- Effective date of medication order
- Specific directions for administering if necessary
- Potential adverse reactions or contraindications with other medications (prescribed or “over-the-counter”) taken by the student

The following additional guidelines apply for the administration of medication (prescribed or “over-the-counter”) at school:

- Delivery of the medication (prescription or “over-the-counter “) to the health office in a properly labeled “**original**”/**pharmacy container** with student’s name. A **30 day** supply of medication for a student can be stored at school.
- **It is the parent’s/guardian’s responsibility** to provide the school with **new physician orders** if the dosage/frequency of the medication changes or if the medication is to be discontinued or has expired.
- **MEDICATION ORDERS MUST BE RENEWED EACH SCHOOL YEAR**
- **If the date on the prescription is expired or more than one year old, the medication will not be given at school.**
- **Unused/ expired medication should be retrieved from the health office within one week** after the medication is discontinued/expired at school; otherwise the school nurse will dispose of the medication .

Please keep us informed of any new medication and changes in medication given at home(new medication, dose, time, frequency, discontinued etc.). Please ask your child’s teacher for a “Change of Medication” form for this purpose. It could be a crucial factor in a child’s emergency treatment.